

City of Winslow Job Description

Position Title: Animal Shelter Attendant
Division: Animal Control
Reports To: Animal Control Officer
Salary Grade: 20
FLSA Status: Non-Exempt

GENERAL PURPOSE

Under the general direction of the Animal Control Officer, performs routine duties related to upkeep of animals and the animal shelter and performs related work as required. This position is an at-will temporary part-time position per the Winslow Municipal Code Section 3.16.020.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. For a listing of essential job functions, see the recruitment bulletin at time of job opening.

Assists with animal intake.

Monitors, cleans and disinfects kennels and cages.

Monitors, feeds and waters animals.

Assists public with the adoption of animals.

Assists with and performs animal euthanasia.

Inspects incoming animals for parasites and bathes animals if necessary.

Performs general custodial duties at the shelter.

Communicates and coordinates regularly with appropriate staff.

Keeps the Animal Control Officer apprised of all unusual activities or requests.

Performs all work duties and activities in accordance with City and shelter policies, procedures and safety practices.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Minimum Education and Experience

- a) High School diploma or GED equivalency is required.
- b) Previous work experience caring for dogs, cats and/or other animals.
- c) Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

2. Knowledge, Abilities and Skills

- a) The employee is required to walk, sit, see, talk or hear.
- b) The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- c) The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- d) The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 50 pounds.

LICENSES AND CERTIFICATES:

- A) Possession of a valid Arizona driver's license.
- B) Certification in euthanasia or the ability to be certified.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revision Date, June 14, 2007, July 2, 2014